

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a product or service] that I received on [date of purchase or service].

[Explain the issue in detail, including relevant information such as order numbers, dates, and any previous communication you've had regarding this issue.]

I would appreciate if you could [state your desired resolution, e.g., a refund, replacement, etc.].

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]